

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
All State Agencies

DATE: January 8, 2013

FROM: Louise M. Anderson
Associate Controller - Operations

SUBJECT: Addendum to Out-of-State Travel Policy A-22
CFO 13-03

Effective **January 1, 2013**, the following sections of Policy A-22 are revised as follows:

Section 2.6.2 – Tickets, Boarding Passes or Ticketless Travel Itinerary from the airline are no longer required documentation to be attached to expense reimbursement requests. All other documentation requirements remain, including travel itinerary from travel agent.

Section 5.1 - Tickets, Boarding Passes or Ticketless Travel Itinerary from the airline are no longer required documentation to be attached to expense reimbursement requests. All other documentation requirements remain, including travel itinerary from travel agent.

Form A14A has been revised and can be found on the Controller's website.

Any questions can be directed to my office at 222-2704.

Thank you.